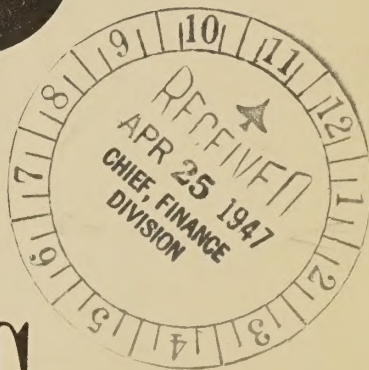


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# PLANNING *Your* ANNUAL MEETING

February 1947

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Preface

The annual members' meeting offers an REA co-op one of its best opportunities to make the local public aware of the great service the co-op is rendering to the community. If the meeting is well-planned, well-publicized, well-attended and well-liked by the members, it helps to build not only member loyalty but also better public relations throughout the co-op area.

It is no accident that the REA co-ops which enjoy the greatest community support also generally have the most successful annual meetings. Their boards and managers know that the time, effort and expense put into making sure of good annual meetings repay the co-op many times over.

REA co-ops which in the past have had difficulty in getting good member attendance at annual meetings should find the suggestions on the following pages helpful in planning future meetings. Experience has proved that the members will come if they are convinced that the meeting will be worth while. It is up to the board and manager to see to that.

A worth while annual meeting must provide (1) an opportunity for the members to exercise their full democratic rights of control as joint owners of the co-op business; and (2) a lively program that will keep the members interested and so satisfied that they will want to come again next year.



Kermit Overby, Chief  
Information Services Division







## "WHAT TO DO AND HOW TO DO IT"

Good Annual Meetings don't just happen. They are the result of detailed and careful planning in addition to energetic and intelligent handling. Here Are the Essentials for a Good Annual Meeting:

1. Careful planning
2. A meeting date and hour convenient for members
3. An adequate meeting place
4. Good publicity
5. An interesting program
6. Assurance of a real election by secret ballot
7. A competent chairman
8. An attendance committee of neighborhood leaders

### Start Planning Early:

Planning should begin at least three months before the Annual Meeting.

1. Overall Planning. The board and manager should supervise plans and coordinate the work of the various committees.

a. Review By-laws to make sure all legal requirements for the meeting will be observed. Desirable amendments to by-laws should be considered and REA's advice on the best wording obtained in time for inclusion in the annual meeting notice. The Board should mail to each member who hasn't received one a copy of the co-op by-laws, so that he will know his rights and responsibilities as a member.

b. Committee Assignments. A committee including the president, secretary, manager and perhaps the co-op attorney may be made responsible for getting out official notices, ballots, etc. The Nominating Committee should be encouraged to nominate more candidates than are to be elected so that members will have a real choice. Publicity, Entertainment, Refreshment, and Attendance Committees are almost indispensable. Committee chairmen, not necessarily directors of the co-op, should be dependable persons who will do a good job.

c. Physical Equipment. The manager usually checks with each committee as to its special needs. He sees to obtaining equipment such as tables, blackboard, ballot boxes, prepared tally sheets, duplicate membership lists, loud speakers, movie projector, etc., and makes sure it is available when needed. He also sees to adequate electric connection. So far as available materials permit, REA will provide backdrops, posters and displays on request.



2. Time of Meeting.

a. The Meeting Date is fixed by the by-laws. Any desired permanent change in the date should be made by amendment. However, a board resolution to postpone the meeting in a particular year may be enough in some cases.

b. Hour of Meeting. The time should be convenient for members. Official business should be finished early enough for farmer-members to get back to evening chores.

3. Meeting Place. The town or village is usually specified in the by-laws. Selection of a suitable place should be made, keeping in mind its availability on a specified date, ample seating capacity and recreational facilities.

4. Publicity. Plan an effective publicity campaign several months ahead. Suggestions for newsletter and press and radio releases are included in this kit and they should be used more to stimulate ideas than for copying. Announcements made at schools, farm organization meetings, and churches are also helpful. If one newspaper reaches most of the areas served, its publisher may be interested in a special edition. REA can help him.

5. Appliance Exhibit. The annual meeting provides an excellent opportunity for bringing members up-to-date on newest applications of electricity, and for bringing dealers up-to-date on the wants and needs of the members. The manager should arrange for space and power outlets for dealers' displays. The first step is to call a meeting of all local dealers, including the wholesale suppliers. Encourage them to display at least a few of the newer types of electric equipment. If only one item of a kind is available, suggest that it be donated for a prize. If the item is not available for display, large photographs, drawings, and descriptive booklets should be encouraged. (This is particularly true of hay driers, barn cleaners and the like.) New devices (such as a home milk pasteurizer) might be worked into the program for the meeting, preferably by actual stage demonstration.

6. The Program should be made interesting to families and friends as well as members. Combining some entertainment and educational features with the official business will usually promote a larger and more interested audience. Printed programs which include an annual report are always an attraction, especially if well prepared and well printed. The typical order of business is listed in the by-laws. The following points may be helpful.

a. Roll Call. Check members (or proxies, if any) as they enter. You can prevent a bottleneck by having several checkers with accurate membership lists. Hand out ballots, programs, etc., to members as they register. Special postcard reminders mailed to members several days before and handed in at the door can save lots of time in checking off names.



b. Reports should be brief, the most comprehensive being the manager's report. After each report, questions from the members should be encouraged and answered fully. The chairman should preface this part of the program with a brief explanation of an REA co-op, its non-profit private business nature, and other basic principles. "A Guide for Members of REA Cooperatives", available from REA, gives the necessary facts for this brief introduction.

7. Nominations and Election.

a. Nominations. The chairman should allow fair opportunity for additional nominations from the floor, particularly if only one candidate for each office has been named in advance. A secret ballot is meaningless unless there is a real choice. The chairman should wait until there are at least two candidates for each office or until at least 30 seconds have passed since the last nomination, before recognizing a motion to close nominations.

b. The Election. The ballot should have enough space for write-in candidates. There should be enough tellers for speedy counting of the vote and to prevent mistakes, they should work in teams of three. Results should be read to the meeting by the secretary or chairman. Ballots should be kept for two months.

8. The Chairman's Function. Success of the meeting will largely depend on the chairman; if the president cannot preside, he should find the best possible man for the job.

The Chairman should study in advance all by-law provisions concerning the Annual Meeting as well as matters likely to be discussed. "Rules of Order," available from REA, should be kept handy for reference. The Chairman should know and stick to the rules; be fair to everyone; make sure everyone knows what is being discussed and voted on; keep the meeting from dragging; and make the audience feel at ease.

Promoting a Good Attendance:

1. An attendance Committee should include key members in every neighborhood served by the co-op. It should keep members interested in the meeting and should arrange for pooling transportation to the meeting.

2. Music. Group singing, perhaps supported by a local high school band, helps to pep up a meeting and create an atmosphere of good fellowship.

3. Movies. If you plan to use movies, Information Services, REA, Washington, can furnish details and advice on how and where to get film, projector, etc.



4. Educational Talk. Good speakers on general REA subjects--farm electrification, community development, etc.--can be found among farm co-op or civic leaders, extension workers and other rural educators from local schools or the state college.

5. An Appliance Exhibit. will help not only to attract a large audience, but to promote more effective use of electricity. Appliances should be shown in operation if possible, and emphasis should be on farm applications.

6. Other Entertainment. Amateur talent from the area, professionals from the local radio station, playlet or skit, quiz contest, all are good attendance builders.

7. Attendance Prizes are also of some value as incentives to attendance, but their drawing power can be easily overrated and they should be used sparingly.

8. Refreshments. A light lunch or refreshments to be served with members' own package lunches, gives members a chance to get better acquainted and to meet the board and paid personnel.

To Summarize: The Annual Meeting is an essential element of co-op functioning. To get members to come, the board should convince them that they are needed and that they will find the meeting worthwhile. This means a well prepared business meeting conducted democratically, a real election by secret ballot, an appliance exhibit which amounts to a small-scale electrical fair, and just enough recreational features to assure a good time for all who come. To help boards and managers plan the Annual Meeting, REA field men in the region may be available for consultation.



SAMPLE ANNUAL MEETING PLANNING SHEET AND CHECK LIST  
(Make one-to fit your needs)

How long before meeting	Who is responsible	What to do	Check when completed
3 months	Manager, President.....	Call board's attention to meeting date .....	.....
	Board, Attorney.....	Review pertinent bylaws provisions....	.....
	Board.....	Set date; hour and place of meeting as per bylaws.....	.....
	Board.....	Make tentative plans.....	.....
	Manager.....	Prepare planning sheet.....	.....
	Board.....	Appoint and instruct subcommittee chairman who, with President and Manager, are Planning Committee.....	.....
	Hall subcommittee.....	Make sure of suitable meeting place...	.....
	Publicity subcommittee....	Begin publicizing meeting to members..	.....
	Manager.....	Advise other organizations in area of date to avoid conflict.....	.....
2 months	Board.....	Appoint Nominating Committee.....	.....
	Planning Committee.....	Preliminary decision on program.....	.....
	Board.....	Consider Planning Committee report....	.....
	Board.....	Authorize necessary expenditures.....	.....
	President or Manager.....	Arrange for guest speaker.....	.....
	Hall subcommittee.....	Arrange for appliance exhibit.....	.....
	Entertainment subcommittee	Arrange for entertainment.....	.....
	Publicity subcommittee....	Start school poster contest.....	.....
	Publicity subcommittee....	More publicity to members.....	.....
1 month	Hall subcommittee.....	Plan decorations and exhibits.....	.....
	Nominating Committee.....	Post Nominating Committee report.....	.....
	President.....	Remind members of nominating procedure	.....
	Planning Committee.....	Review work of all subcommittees.....	.....
	Board.....	Final decisions on program.....	.....
	Attendance subcommittee...	Organize attendance drive.....	.....
	Publicity subcommittee....	Arrange newspaper and radio publicity.	.....
	President and Attorney....	Get official notices ready.....	.....
	Manager.....	Prepare charts and report.....	.....
	Officers.....	Prepare reports.....	.....



## 2-Sample Annual Meeting Planning Sheet and Check List

How long before meeting	Who is responsible	What to do	Check when complete
3 weeks	Publicity subcommittee....	Distribute posters in stores, etc...	.....
	Planning Committee.....	Arrange for attendance prizes.....	.....
	Manager.....	Get out special newsletter.....	.....
	Publicity subcommittee....	Arrange more newspaper and radio plugs.....	.....
	Lunch subcommittee.....	Plan lunch details.....	.....
	Hall subcommittee.....	Arrange for physical equipment.....	.....
2 weeks	Hall subcommittee.....	Prepare decorations and exhibits....	.....
	Planning Committee.....	Review all plans and arrangements...	.....
	Manager.....	Mail official notices, etc., as per bylaws.....	.....
	Publicity subcommittee....	More newspaper and radio plugs.....	.....
	President.....	Send invitation to special guests...	.....
	Officers and Manager.....	Review reports to be made.....	.....
1 week	Manager.....	Get program and financial report printed.....	.....
	Attendance subcommittee...	Concentrated attendance drive.....	.....
	Planning Committee.....	Make sure of attendance prizes.....	.....
	Publicity subcommittee....	Final newspaper and radio plugs.....	.....
	Manager and subcommittee..	Make sure of all props needed.....	.....
	Lunch subcommittee.....	Estimate food needs and make final plans.....	.....
1 day	Chairman.....	Prepare detailed agenda and notes...	.....
	Manager.....	Recheck all arrangements: heat, light, seats, loudspeaker, decorations for hall, registration plans, list of props, appliance exhibit, programs, ballots, lunch tickets, numbers for prizes, song sheets, lunch, attendance prizes entertainment (movies, etc.).....	.....
After meeting	Manager.....	Get story to newspapers.....	.....
	Manager.....	Return borrowed props.....	.....
	President.....	Send thank-you letters as deserved..	.....
	Secretary.....	Prepare complete minutes, send REA copies.....	.....
	Board and Manager.....	Analyze meeting and start planning next one.....	.....



SAMPLE OFFICIAL NOTICE

(Name of Co-op)

Dear Member:

On June 14--mark it on your calendar--you have a date with your fellow-members to look after your co-op business. This is your official notice of the annual members' meeting. The place: the Community Hall at Four Corners. The time: 9:15 A. M.

You and your family will like the program this year. It won't be all business. There will be movies, entertainment by radio stars from Station RSVP, an exhibit of the latest electrical equipment, a talk by John Doe of our State College, a number of valuable attendance prizes, and a free lunch for those who have registered by 10:00 A. M.

Of course, as a co-owner of this co-op enterprise you will want to hear the reports of your officers and manager. There will be time for questions and discussion on these reports and on the financial statement which will be distributed at the meeting.

The members will elect nine directors to look after their co-op business this coming year. As you can see from the enclosed ballot, more than nine candidates have already been nominated. Additional nominations may also be made at the meeting. Voting will be by secret ballot. So come and make your vote count for the candidates of your choice.

Action by the members is also to be taken on the enclosed proposed bylaw amendments which, in the board's opinion, will make for better cooperative functioning. The Capital Credits amendment will assure that every patron gets full credit for any service payments he makes which are in excess of the cost of service to him. It is explained more fully in the enclosed leaflet.

Any other matters for the good of the co-op may be brought up at the meeting. Remember that this is your meeting. Your co-op will be what you, the members, make it.

Cooperatively yours,

Secretary







## Typical Annual Meeting Program

(Make your own to fit your needs and the facilities available to you)

### Morning Session

- 9:45 Registration. Movies, high school band or group singing
- 10:00 Welcome remarks by Chairman  
Determination of quorum  
Reading of notice of meeting  
Reading and approval of minutes  
Introduction of and brief remarks by special visitors  
Award of some of attendance prizes
- 10:30 Report of President or Secretary  
Introduction of Board members  
Report of Treasurer  
Report of Manager  
Introduction of employees  
Stand up and stretch
- 11:00 Questions and discussion of reports  
Discussion of and voting on bylaws amendments, if any  
Award of some of attendance prizes
- 11:30 Nominations  
Introduction of nominees  
Appointment of tellers  
Balloting  
Announcements

- - -

- 12:00 - 1:30 Lunch. Inspection of dealers' equipment exhibit  
1:30 Band music, group singing or special entertainment

- - -

### Afternoon Session

- 1:45 Award of some of attendance prizes  
Educational talk or demonstration  
Stand up and stretch
- 2:15 Special entertainment
- 2:30 Committee reports  
Report of elections  
Other old business  
New business  
General discussion for the good of the co-op  
Award of major attendance prizes
- 3:00 Closing remarks and adjournment  
Inspection of dealers' exhibits







# **ANNUAL MEETING**

of

**(BLANK) ELECTRIC COOPERATIVE**

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**PROGRAM**

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**When: Saturday, April 26**

**Where: Middletown School**

**Time: 10 A.M., sharp**

**COME EARLY -- STAY ALL DAY  
IT'S YOUR CO-OP!**



# THE MILITARY

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First newsletter announcement about annual meeting.  
To be published three months before date of meeting.

### Your Annual Meeting -- How to Mix Business with Pleasure

The most important co-op event of the year -- your Annual Meeting --  
will take place           (date and meeting-place)          .

So make your plans NOW for this is one time when you CAN mix business with  
pleasure -- and gain both ways.

Your business for the day will include a full discussion on the capital  
credits plan, which if adopted, will assure you of your full personal share in  
the ownership of your co-op as we pay off the REA loan.

There will also be financial and progress reports; discussion of expansion  
plans, and the election of the individuals who will be responsible for co-op  
operations for the next twelve months.

For your pleasure, various committees are now rounding out plans for a  
lively entertainment program. There will also be a good feed, and for the  
lucky winners, worthwhile attendance prizes.

You won't want to miss this Annual Meeting Day. Come and bring your  
family. It's going to be full and bright -- no matter what the weather.







Second newsletter announcement about annual meeting.  
To be published two months before date of meeting.

Make Your Plans Now To Attend Your Annual Meeting, (Date)

Don't forget your Annual Meeting, \_\_\_\_\_  
(Date and meeting-place)

Decide right now to be there, and we're sure to have a great turnout --  
it's important to you and the co-op.

Claude R. Wickard, REA Administrator, has said, "If only that every time the members of one of the 900 REA-financed rural electric cooperatives get together to transact business, they help to inject new life into the entire democratic process."

The best way to make democracy work in our own business is to have every one of you owner-members of the co-op "front and center" at the Annual Meeting, taking your full part in the democratic process -- voting for the directors who will guide your co-op through the next twelve months, helping to shape policy, and generally seeing to it that your co-op is run the way you want it run. That is democracy in action. Come, and make it work!

In addition to vital discussions of the capital credits plan for local ownership of our power system, reports on co-op progress, plans for connecting members, and of course the election of board members, the day's program will include plenty of fine entertainment featuring \_\_\_\_\_.  
(Specific features lined up)  
There will also be an appliance exhibit, a good lunch, and worthwhile prizes for lucky winners.

Don't forget the date -- \_\_\_\_\_  
(Date and place) (Place and town)  
was selected because of its convenient location and \_\_\_\_\_  
(Name other advantages)  
such as shelter in case of rain, good picnic grounds and place for entertain-  
ment, etc.





Third Newsletter release.  
To be published two months before annual meeting.

### WHAT IS THE "CAPITAL CREDITS" PLAN?

Among the decisions you will have to make at your annual meeting \_\_\_\_\_ (Date)  
is whether or not to adopt the Capital Credits Plan. What is it and how does  
it work?

Like all REA co-ops, yours was set up with all its capital borrowed from  
REA. You didn't have to put up any of it except a small membership fee of \_\_\_\_\_.  
This loan of course has to be repaid. The monthly bills you pay, therefore,  
go not only to pay for the cost of your service but also to help reduce the  
Government loan. This means that you are paying a little more than the actual  
cost of service. Under our present bylaw provisions, only a part of that dif-  
ference would be credited to you as patronage refunds. But under the capital  
credits plan, all of your payments in excess of the cost of serving you, will  
be credited to you as patronage capital. In either case, the repayment to you  
of such payments in excess of cost will, of course, have to wait until the co-op  
has cash available for that purpose.

The Capital Credits Plan is merely a method of operation for the co-op to  
make sure that every patron -- including non-members -- gets full credit for  
any amount he pays in excess of the cost of serving him. If the plan is adopted,  
the co-op will credit each patron with the full amount received from him in excess  
of the operating cost. A patronage capital account will be set up for each  
patron, and each year, whenever the amounts received by the co-op for furnishing  
electric service are greater than the cost of the service, he will be credited  
with his share of the excess amount. When the co-op is financially able it is  
expected under the plan to return these amounts on a dollar-for-dollar basis,  
probably in the order in which they were received.





Fourth newsletter announcement about annual meeting.  
To be published in issue of month immediately preceding meeting.

COME TO THE \_\_\_\_\_ ANNUAL MEETING -- IT'S YOUR CO-OP

(Place and Town)

(Date and Time)

We're going all out to line up a lively program for our Annual Meeting,

\_\_\_\_\_, and we're expecting a record-breaking attendance.

(Date)

Your co-op is one of the biggest private business enterprises in this area.

It's to your interest to see that it is run the way you want it run. The best way to do this is to attend your Annual Meeting and take your full part in the discussions we're going to have of the Capital Credits Plan for individual local ownership of our power system, financial and progress reports, future co-op plans, and in the voting for directors.

The nominating committee's list of candidates will be posted in the co-op office 20 days before the meeting and will be mailed to you with the notice of the meeting. Additional nominations can be made by petitions signed by 15 or more members until 15 days before the meeting. Nominations can also be made from the floor at the meeting.

We have secured an outstanding speaker, \_\_\_\_\_

(Name of speaker and his title)

who will talk about \_\_\_\_\_. Mr. \_\_\_\_\_ is  
(Subject of Address)

\_\_\_\_\_  
(Give other information about speaker that is interesting)

The entertainment committee -- \_\_\_\_\_ --

(Give names of those on committee)

is outdoing itself to prepare a well-rounded program sure to please everyone.

\_\_\_\_\_  
(Give more details of entertainment program)

An appliance exhibit is planned, to include \_\_\_\_\_  
(Give details

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of appliance exhibit)

If you need to make special arrangements for transportation to the meeting, please get in touch with any one of the following on the Attendance Committee:

(Give names, addresses and telophones of those on attendance committee)

Prizes are being offered for (give prize list)

Lunch will be at (give details, menu, etc.)



Fifth newsletter release for issue following annual meeting.

## YOUR ANNUAL MEETING WAS A HUGE SUCCESS

The \_\_\_\_\_ members and their friends who attended the Annual Meeting  
\_\_\_\_\_ went home with a good day's work and a fine program of entertainment  
(Date)  
under their collective belt.

Called to order by \_\_\_\_\_, \_\_\_\_\_ the meeting got under way  
(Name) (Title)  
with reports from \_\_\_\_\_. The co-op is now operating \_\_\_\_\_  
(Give names and titles) (No.)  
miles of line, serving \_\_\_\_\_ consumers in \_\_\_\_\_ counties. Of the \_\_\_\_\_  
(No.) (Names) (Total)  
\_\_\_\_\_ borrowed from the REA since \_\_\_\_\_. We have repaid \_\_\_\_\_ of  
amount) (Date) (Amount)  
principal and interest, including \_\_\_\_\_ in advance of the dates due.

The newly elected directors are: (Give list of new directors, titles, and  
predecessors.)

\_\_\_\_\_, \_\_\_\_\_, the principal speaker on the day's program  
talked on (Give subject of address, and a brief outline of main points).

(Give a brief resume of entertainment program. Add any other interesting  
events, mentioning names of individuals involved).

If you missed this year's meeting, make a mental note now to come next year.





First newspaper and radio release about annual meeting.  
For release to the press and radio three weeks before date of meeting.

REA CO-OP TO HOLD \_\_\_\_\_ TH ANNUAL MEETING

The \_\_\_\_\_ Cooperative of \_\_\_\_\_ will hold  
(Name) (Town)  
its \_\_\_\_\_th annual meeting \_\_\_\_\_, Co-op Manager \_\_\_\_\_,  
(No.) (Date and place) (Name)  
announced today. He said he expected a record turnout.

Progress and financial reports, discussion of the "capital credits" plan, and election of directors for the next twelve months will be on the day's program, in addition to lively entertainment, lunch, and prize awards, Mr. \_\_\_\_\_ said.

"It's going to be a great day for everyone who comes," the co-op manager promised. "We're going to have a good time, but we're also going to transact some important business, including the discussion of plans to take electric service to as many of our neighbors as possible as soon as possible," he said.

The cooperative now operates \_\_\_\_\_ miles of line, serving \_\_\_\_\_ consumers  
(No.) (No.)  
in \_\_\_\_\_ counties. Loan funds totalling \$\_\_\_\_\_, approved  
(names)  
by REA, will enable the cooperative to build \_\_\_\_\_ more miles of line to  
(No.)  
serve \_\_\_\_\_ new rural consumers. The new projects will get under way as soon  
(No.)  
as the materials situation will allow.





Second newspaper and radio release about annual meeting.  
For release to the press and radio two weeks before date of meeting.

MEMBERS TO DISCUSS FULL ELECTRIFICATION  
AT CO-OP ANNUAL MEETING \_\_\_\_\_  
(Date)

Members of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of cooperative) (Home Office)  
will pay special attention to plans for furnishing electricity to farms and  
other rural establishments that are still without service at the annual meeting  
of the co-op to be held \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Place) (Co-op President)  
president of the farmer-owned cooperative, said today.

"The friends and neighbors who first organized this co-op joined together  
to get electricity for themselves with the help of loans from REA, Mr. \_\_\_\_\_  
said. "They dreamed of bringing electricity not only to their own places but to  
every family in the area, whether it lives on a remote back road or in a more  
populated rural center. That is still our target -- full electrification of our  
whole community -- and we are shooting at it as fast as we possibly can.

Mr. \_\_\_\_\_ pointed out that the cooperative has already launched a  
new \_\_\_\_\_ line construction program designed to bring electric  
(Amount of dollars)  
service to \_\_\_\_\_ farms and other non-farm rural establishments such as schools,  
(No.)  
churches and small industries. Before the new construction began the coopera-  
tive was operating \_\_\_\_\_ miles of line serving \_\_\_\_\_ consumers in \_\_\_\_\_  
counties. To date the cooperative has borrowed \$\_\_\_\_\_ from the REA and  
has paid back \$\_\_\_\_\_ on principal and interest, including \$\_\_\_\_\_ paid  
in advance of the due date.

Arrangements for transportation to the meeting are being handled by the Attendance Committee which includes (Give names of those on Committee.) Anyone who may have a transportation problem is urged to get in touch with one of the attendance committee members.

Other business of the annual meeting will include reports on the past year of co-op operations, discussion of the "capital credits" plan, and the election of directors who will serve until the next annual meeting.

Following is a list of the candidates already nominated: (List names and addresses of nominees, with other pertinent information such as whether they have previously held co-op office, occupation, etc.) Additional nominations may be made at the meeting.



Third newspaper and radio release about annual meeting.  
For release to the press and radio 10 days before meeting.

(Note: If entertainer is a noted artist in the area use story #1.)

Story #1

\_\_\_\_\_ will be the star attraction  
(Name of entertainer and specialty)  
on the \_\_\_\_\_ co-op's Annual Meeting Day entertainment program next  
\_\_\_\_\_ the \_\_\_\_\_, co-op manager \_\_\_\_\_  
(Day of the week, month) (Date)  
announced today. The program will take place at \_\_\_\_\_.  
(Place)  
\_\_\_\_\_. Other features on  
(Brief description of artist and specialty)  
the program will be (name other features.)

Following is the complete entertainment program:

(Give program in full)

Story #2

Mixing pleasure with their business, the members of the \_\_\_\_\_  
(Name)  
Cooperative of \_\_\_\_\_ will treat themselves to a lively program of  
(Place)  
\_\_\_\_\_ at their \_\_\_\_\_ all-  
(name type of entertainment -- music, dancing, etc.) (No.)  
day, annual meeting, next \_\_\_\_\_ the \_\_\_\_\_  
(Day of week) (Month) (Date)

The entertainment program, which will take place at \_\_\_\_\_ will  
(Place)  
feature \_\_\_\_\_, according to Co-op Manager  
(Name of main feature and specialty)  
\_\_\_\_\_. The complete program follows:

(Give full program)









Fifth newspaper release to be released 10 days before annual meeting.

REA CO-OP ANNUAL MEETING  
TO VOTE ON CAPITAL CREDITS PLAN

One of the most important decisions members of the \_\_\_\_\_ Cooperative will be asked to make at their annual meeting next \_\_\_\_\_ will be on the proposed "capital credits plan" to assure patrons of their full personal share in the co-op's ownership, according to Co-op Manager \_\_\_\_\_.  
(Name) (Date)

Like all REA co-ops, the \_\_\_\_\_ Cooperative borrowed its entire initial capital from REA and was set up as a non-profit organization to furnish electric service to its members at cost. But rates cannot be so fixed that they will just cover cost, they must be high enough to take care of payments on the REA loan as well. The monthly bill that a patron pays, therefore, is likely to cover more than the actual cost of serving him. To keep the co-op a non-profit enterprise, any excess payment would be credited and eventually returned to the patron.

In the case of an REA co-op, this can be done more effectively under the capital credits plan than under the patronage refund plan now specified in the bylaws. The latter plan is more suited to co-ops where most of the initial capital was supplied by the members themselves.

The amounts paid on the Government loan, \_\_\_\_\_ explained, amount to a substitution of local capital for the Government capital originally invested.

Under the capital credits plan, \_\_\_\_\_ explained, it is expressly agreed that the excess amounts paid are paid in as capital and not as over-payments and they are fully credited to all individual patrons in proportion to what they have paid for service during the year. When the co-op becomes financially able, it will retire the capital thus supplied by patrons on a



dollar-for-dollar basis, in the same order in which it was supplied. In the meantime, the credits will represent individual equities in the poles and wires of the power system.

Apart from differences in bookkeeping, Mr. \_\_\_\_\_ pointed out, the  
(Name)  
new plan differs from present provisions in the co-op's bylaws chiefly in that it will build up larger individual equities for the co-op patrons than would be possible under the old plan which provides for the setting up of various reserves before assignment of individual patrons' equities.

Sixth newspaper release for immediately following annual meeting.

REA CO-OP HOLDS \_\_\_\_\_ ANNUAL MEETING

The \_\_\_\_\_ Cooperative at its \_\_\_\_\_ annual meeting at \_\_\_\_\_,  
(Name) (No.) (Place)  
\_\_\_\_\_, elected its new board of directors for the coming year (or term)  
(Date)  
and voted to \_\_\_\_\_  
(Describe briefly most important major policy adopted, if any).  
\_\_\_\_\_ members and their friends attended the all-day meeting. This com-  
(No.)  
pares with \_\_\_\_\_ at the last meeting a year ago.  
(No.)

The newly elected board members are: (Name new members, their titles, and  
their predecessors).

The principal speaker at the meeting was \_\_\_\_\_, \_\_\_\_\_, who  
(Name) (Title)  
talked about \_\_\_\_\_ (Give chief points of the address).

After the meeting was called to order by \_\_\_\_\_, \_\_\_\_\_, Co-op  
(Name) (Title)  
President \_\_\_\_\_, Manager \_\_\_\_\_, and Treasurer \_\_\_\_\_  
(Name) (Name) (Name)  
reported on the work accomplished by the co-op during the past year. The  
cooperative is now operating \_\_\_\_\_ miles of line and serving \_\_\_\_\_ rural  
(No.) (No.)  
consumers in \_\_\_\_\_ counties; of the total of \$ \_\_\_\_\_, borrowed from  
(Names) (Amount)  
the Rural Electrification Administration since \_\_\_\_\_, it has repaid \$ \_\_\_\_\_  
(Date) (Amount)  
of principal and interest, including \$ \_\_\_\_\_ paid in advance of the dates due.  
(Amount)

(Describe in more detail the important major policy adopted.)

Other important questions such as (name some of the other problems dis-  
cussed) were fully threshed out. (Give results of discussions, any action  
decided on).

Highlight of the entertainment program was the \_\_\_\_\_ of  
(Performance)  
\_\_\_\_\_. (Describe performance briefly). Other features  
(Name of performer)  
included (name other features, if any). Many attendance prizes were drawn by  
lucky winners, including (name of important prizes and their winners).





## President's Report for Annual Meeting

We are meeting here today to mark the \_\_\_\_\_ anniversary of our \_\_\_\_\_ Electric Cooperative. I think we will all agree that much has been accomplished in these \_\_\_\_\_ years, thanks to the warm support of you members and of the REA. I think we will also agree that we still have quite a way to go before we reach our goal--electric service at cost for all people who want it in our service area.

Let's look back for a moment at the situation in this area when our co-op was formed. Many of us had tried to get electric service from the power company at their price. We remember what that price was--several hundred dollars contribution just to build the line, then a minimum monthly bill of ten dollars or so for two or five or ten years.

What a difference when we formed our co-op! We found that for the price of a membership fee in the co-op, and with the help of our government, we could get the electricity for which we had waited so long--electric power for motors, for lights, for pumps, for brooders, for all the many uses we have learned about.

We were small then. But we grew rapidly. Today our \_\_\_\_\_ miles of co-op lines go into \_\_\_\_\_ counties, and serve \_\_\_\_\_ members. Your manager will report to you on the plans that we have to bring service, as quickly as we can, to the \_\_\_\_\_ members who have signed up for service and who have been waiting for it.

Your treasurer will tell you also of our financial standing. He will report on how we have made payments on our loans to the REA, and how what we own compares with what we owe. I think you will see from his report that we have, indeed, come a long way.

Yes, our co-op is a sound business undertaking. And it is for that very reason that the voices raised against us have made so much noise of late. And there have been more than voices. For example--

No longer does the power company want to charge you \$ \_\_\_\_\_ to get a line built. No, it is very glad to build lines today and to provide service in places where it would never have thought of building just a few years ago. Of course, in many cases the company builds these lines only to keep your co-op from building other lines.

But this opposition is not the only type of opposition with which we are faced today. There is a much more quiet, but equally dangerous campaign under way all over the nation to discredit and weaken the cooperatives--all cooperatives, including the REA co-ops. Maybe you have seen some of this opposition at work in newspaper advertisements, or heard some of its propaganda over the radio. If you have, you'll know what I mean--you have seen statements that co-ops don't pay taxes, that they are socialistic, that they are this, and that they are that. I

think we all know what is behind these attacks. The people who couldn't or wouldn't provide service which the co-ops provide, couldn't stand to see the co-ops succeed.

Our meeting here today is proof positive that co-ops are business managed. It is proof positive that we conduct our affairs in the democratic way, that the people who own our co-op--you members--also run it.

As to the other charge--that we don't pay taxes--your treasurer will have some figures on that score that will answer the opposition effectively. Our co-op does pay taxes and will continue to pay them. However, our co-op doesn't pay income taxes because the money you members save from the running of your co-op is not income to the co-op. You will hear more later in this meeting about the Capital Credits Plan which your board of directors is recommending to you for adoption. You will see how your savings work for you, in building a stronger co-op, and in paying off our loan to the government.

In conclusion, let me point out that your board of directors can be no better at their job than you members are at yours. The board must know what you want them to do, must have an expression from you. This meeting is the time and the place for such an expression of your views. Please don't be reticent, but stand up and speak your mind.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Electrification Administration

April 15, 1946

OPERATIONS MEMORANDUM 3-2

TREASURER'S ANNUAL REPORT

Form Showing Financial Condition and Progress of System

TO ALL REA BORROWERS:

We have frequently been requested and we know many others have wanted us to prepare a simple form which would be thoroughly understandable, showing the financial condition and progress of a system.

We have found such a form used by one of our cooperatives which we feel will be understandable to the layman as well as the experienced accountant. This form tells the whole story without being complicated in its preparation or presentation.

A copy of the outline, which may be amended or expanded to suit your individual needs, is attached hereto. We trust this will be of assistance to you.

This form in no way is intended to replace the regular Monthly Financial and Statistical Report form filled in by systems, but rather is intended to be a more condensed form which the system managers may have prepared as their statement to the members at the Annual Membership Meeting or mailed to the members at the close of the year's work.



Frank A. Dawes, Chief  
Cooperatives' Operations Division

Attachment





**SOME COOPERATIVE ASSN.**  
**Members' Financial Report**  
as of \_\_\_\_\_  
(Date)

## WHAT WE OWE (Assets)

We have Cash in the Bank amounting to .....  
We have additional Cash for \_\_\_\_\_ amounting to .....  
(Purpose)  
We have Government Bonds valued at .....  
We have owing to us for current sold to members .....  
We have owing to us for Materials, Wiring Notes, etc.....  
The value of our stock of Materials & Supplies is .....  
Advance payments on Insurance, etc., amounts to .....  
Total cost of our System is .....  
We estimate it has depreciated .....  
The net value of our system is .....  
**TOTAL OWED**

### WHAT WE OWE (Liabilities)

We borrowed from RMA (including accrued interest)	_____	
We have paid back .....	=====	
We still owe RMA .....		_____
We owe for Materials, Taxes, etc.....		_____
Mater Deposits paid .....		_____
Membership Fees paid .....	_____	
Excess receipts for previous years .....	_____	
Excess receipts for year ending _____ .....	=====	
Total value of our share of the enterprise		=====
<b>TOTAL LIABILITIES</b>		=====

## RECEIPTS AND EXPENSE REPORT

**OUR RECEIPTS:**

We sold electric service amounting to .....  
Other sales amounted to .....  
Total sales for the year .....

**OUR IMPRINTS:**

Electric Power cost us ..... \_\_\_\_\_  
 Expenses for operating & maintaining sys.. \_\_\_\_\_  
 We estimate our System depreciated ..... \_\_\_\_\_ this year  
 Our taxes and insurance were ..... \_\_\_\_\_  
 Our interest to REA was ..... \_\_\_\_\_  
 Our total expenses were ..... \_\_\_\_\_  
 Excess receipts for the year were ..... \_\_\_\_\_

COMPARISONS

For 12 months period ending _____ (date)	194	194	194
Total miles of line energised _____ (date) .....			
Number of consumers billed on _____ (date) .....			
Number of consumers per mile of line .....			
Wholesale Power Purchases - KWHrs .....			
Total KWHrs sold .....			
Percent of Line loss .....			
Average KWHrs. used per month per consumer .....			
Average bill per consumer per month .....			
Average number of minimum users per month .....			
Average percent of minimum users per month .....			
Receipts per mile per month .....			
Operation expense per mile per month .....			
Delinquent Service Bills 194 _____ 194 _____ 194 _____			
	(No.)	(No.)	(No.)
Uncollectible Bills Written Off .....			



UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Electrification Administration  
Washington 25, D. C.

February 20, 1946

OPERATIONS MEMORANDUM 3-1

MANAGER'S ANNUAL REPORT

TO ALL REA BORROWERS:

The manager's report at the annual members' meeting is to inform the members, who are the joint owners of the co-op enterprise, on how their co-op business has been managed during the preceding year. His report supplements the reports of the treasurer and other officers.

A suggested list of items of interest to members is shown on the attached sheet. The manager should invite comments and questions from the members and should be patient but clear in his answers so that the members will leave the meeting better informed than when they came.

Many co-op managers are making use of charts to illustrate the co-op's growth since its beginning. If the charts are well done and their significance is fully explained, they usually contribute a good deal to the success of the meeting.

The sample charts on the attached sheet show a variety of simple treatments. By varying the treatment, the interest of the audience is kept up. A good draftsman or artist may work out graphic charts of his own with greater pictorial value.

In addition to the subjects shown (consumers served, annual revenue, monthly revenue per mile, average monthly KWH use by farm and home consumers, percent of minimum users, and how the consumer's dollar is spent), charts can be made to illustrate the gradual reduction in percentage of energy loss, the increase in total KWH use from year to year, the monthly variation of KWH use during one year (showing the need of bringing up use in certain months), the hourly variation of KWH use during one typical day (showing the need of distributing load more evenly over the day). Other possible subjects are the increase in number of schools served, the increase (actual or in percent) in chick brooders, washing machines, water systems, etc., on the co-op lines.

But it should be remembered that even looking at too many charts can become tiresome. It is best to use only a few charts each year, selected to illustrate subjects of particular significance or importance at the moment.

Wall charts for use at annual meetings should be large enough, and the markings heavy enough, that they can be seen and read by at least most of the audience. Having them also reproduced in the program bulletin or in the co-op newsletter will make the manager's job of explaining them a lot easier.

We suggest that the manager, before or after giving his report, introduce individually the members of his staff to the audience. If he explains with a few words what each one's special job is and how much he and the co-op members are indebted to the staff for its loyal and effective teamwork, he will thereby promote good employee relations. And he will not hurt his own standing with the membership by giving credit where credit is due.



Frank A. Dawes, Chief  
Cooperatives' Operations Division

Attachments

FARMLAND ELECTRIC COOPERATIVE, INC.

Comparative Operating Statistics

	<u>1944</u>	<u>1945</u>
Miles of line in operation	_____	_____
Number of consumers served	_____	_____
Total KWH of power purchased	_____	_____
Total KWH of power sold	_____	_____
Percent of energy loss	_____	_____
Average cost per KWH purchased	_____	_____
Average wholesale power cost per KWH sold	_____	_____
Average monthly KWH used (home and farm)	_____	_____
Number of minimum users (40 KWH or less)	_____	_____
Percent of minimum users	_____	_____
Average monthly revenue per mile	_____	_____
Total amount written off as uncollectible	_____	_____
Service bills delinquent over 60 days	_____	_____
Service bills delinquent over 12 months	_____	_____
Payments on wiring, etc., delinquent over 60 days	_____	_____
Total Revenue	_____	_____
Total Expense	_____	_____
Annual Surplus	_____	_____



THE UNIVERSITY OF CHICAGO

LIBRARY

1950

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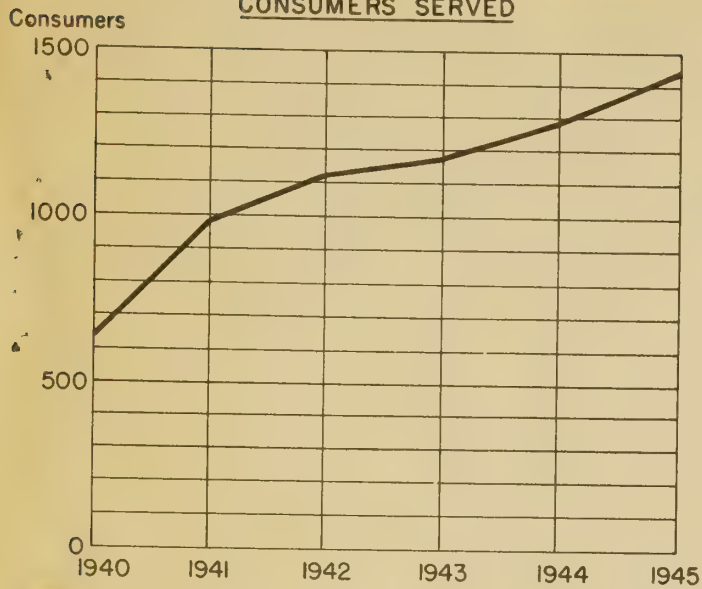
1950

1950

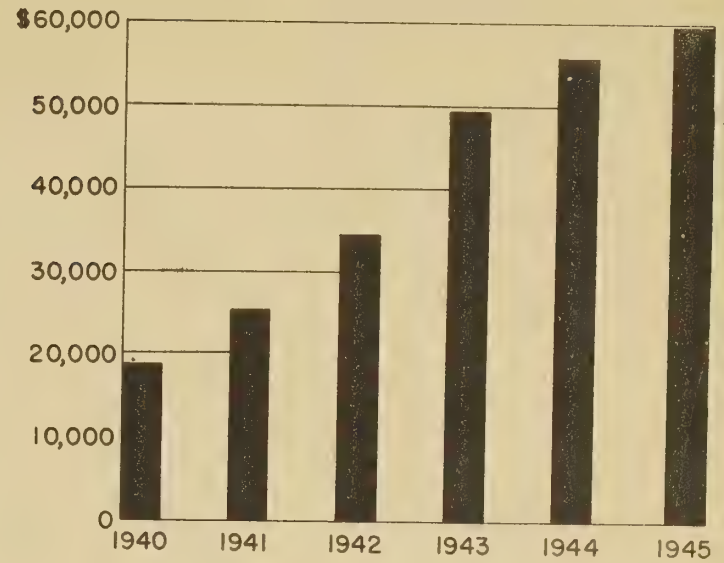
1950

# FARMLAND ELECTRIC COOPERATIVE, INC.

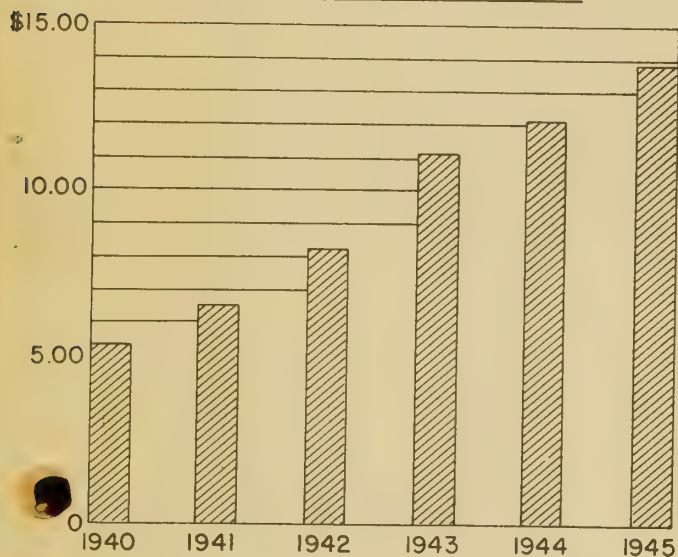
CONSUMERS SERVED



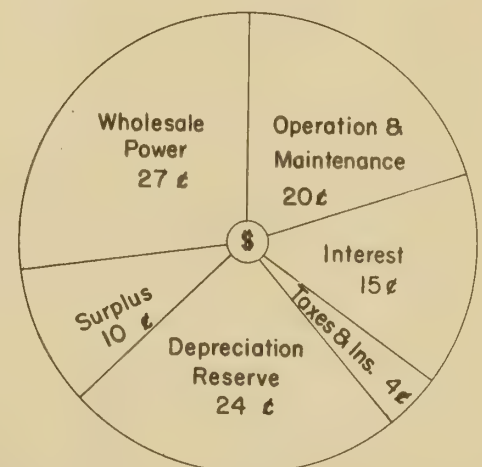
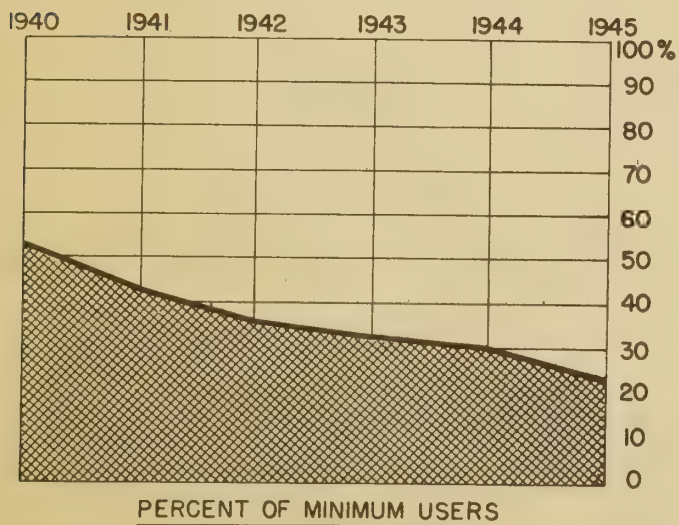
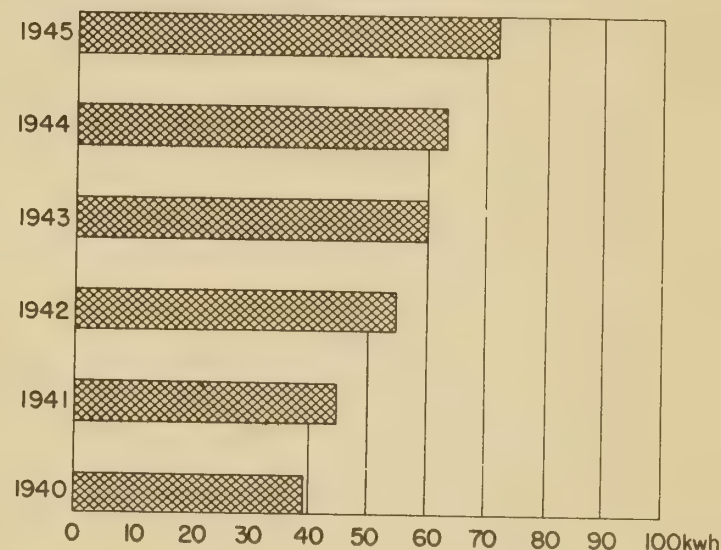
ANNUAL REVENUE



MONTHLY REVENUE PER MILE



AVERAGE KWH PER CONSUMER



WHAT YOUR 1945 CONSUMER DOLLAR PAID FOR

Loan repayments are made from the Surplus and Depreciation Reserve Funds





## ANNUAL REPORT

Attached is the report of the Oakdale Cooperative Electric Association for 1946. It is included as an illustration of the kind of informative report to which REA co-op members are entitled.

At the time the cover chart was prepared, the co-op had not yet employed the electrification adviser who will conduct a broad education program, so that position is not shown.

The financial reports show the capital credits -- or the patronage capital to be credited to individual patrons -- not only for 1946 but by years back to 1942.

Variations of graphic presentations are, of course, possible. For example, the bar charts and line charts could have been reduced without loss of clarity so that all could be put on one page. The pie charts might have been based on the "consumers's dollar," thereby permitting a somewhat simpler computation in percentages, instead of the average bill.

Reproduction by offset printing would have improved the appearance in some respects, and perhaps the readability, at comparable or perhaps lower cost. In addition, that would have permitted the use of local pictures, including one of the beautiful and efficient new co-op headquarters building at the opening of which this report was distributed.

The most important feature of the report is its spirit of wanting the members to become fully informed about the affairs of their cooperative. It is straightforward and factual, and presented in a style to invite careful reading and study by the member-owners of the co-op enterprise. Such reports help to build member understanding and member loyalty which are essential to the permanent success of any co-op.



RA

ANNUAL

ANNUAL

REPORT

2044 OAKDALE PEA MEMBERS

ELECT

OAKDALE PEA BOARD

EMPLOY

METER READING  
PURCHASING  
BILLING  
RECORDS & REPORTS  
COLLECTING

MANAGER

OFFICE FORCE

BY CONTRACT

OUTSIDE FORCE

46

19

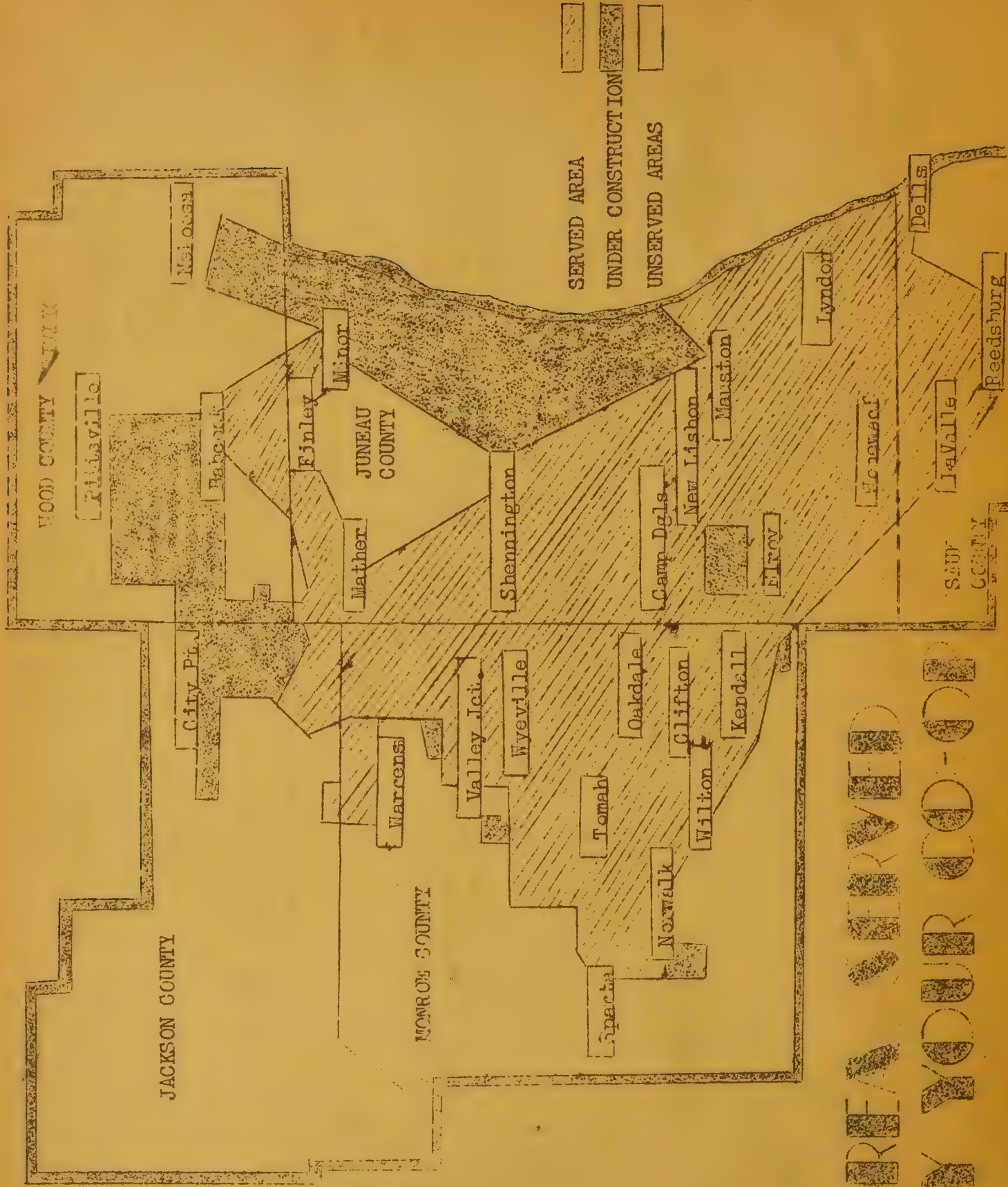
ENGINEERING  
CONSTRUCTION  
SYSTEM STUDY  
MATERIAL PURCHASES  
WHOLESALE POWER

CONSTRUCTION  
of  
400 MILES  
to  
1200 MEMBERS

GENERATING POWER  
STAKING  
RIGHT-OF-WAY  
MAINTENANCE  
of  
760 MILES  
to  
2044 MEMBERS

OAKDALE CO-OPERATIVE ELECTRICAL ASSOCIATION  
OAKDALE, WISCONSIN





AREA SERVED  
BY YOUR CO-OP

# YOUR REA COOP MEMBERSHIP

SERVING 2044 MEMBERS ON 760 MILES OF

WOOD COUNTIES IN WISCONSIN.

FARMERS WHO WANTED ELECTRIC

HOMES AND RECEIVED IT

COOPERATION WITH

ELECTRIFICATION

LINE IN MONROE, JUNEAU, JACKSON, SAUK AND

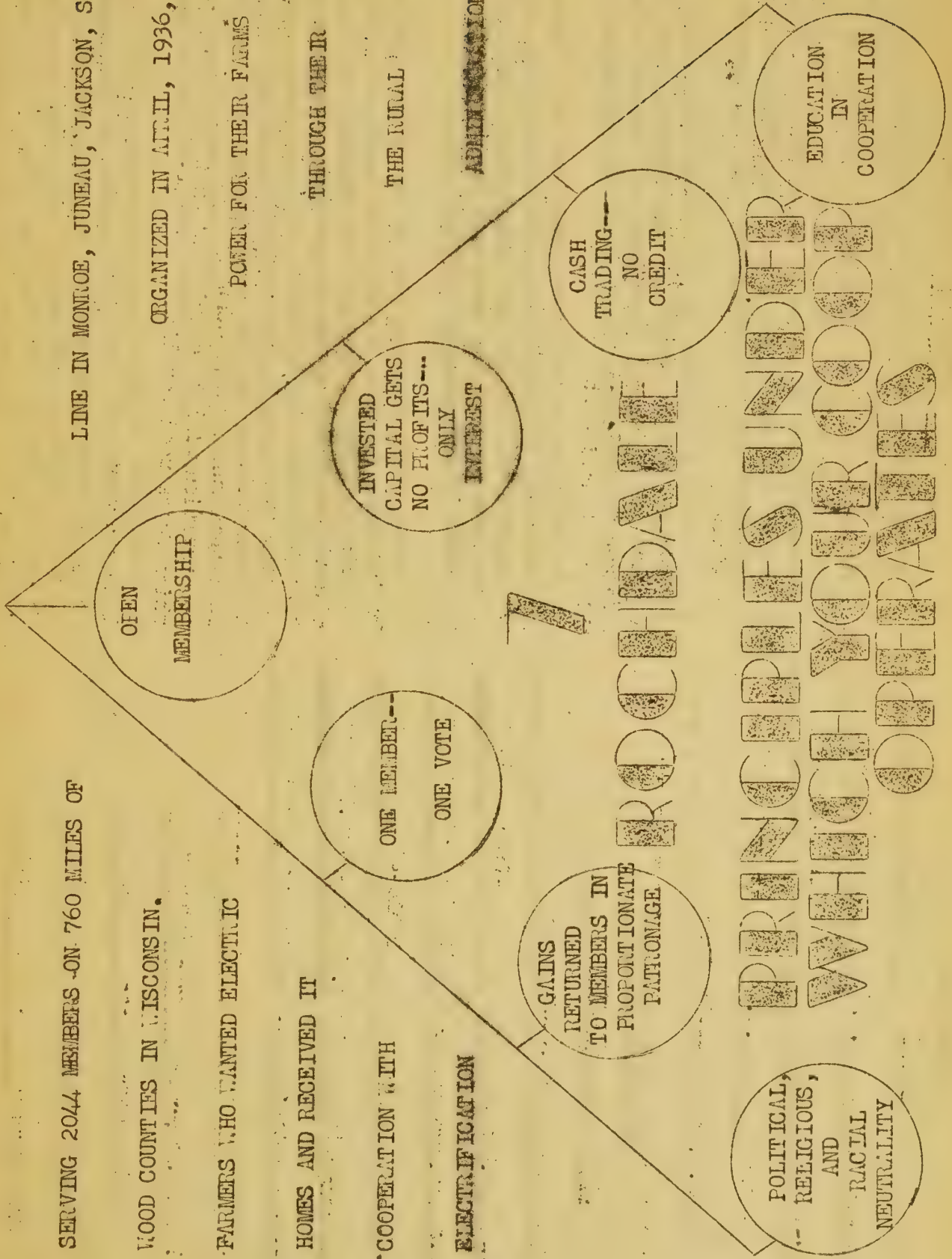
ORGANIZED IN APRIL, 1936, BY

POWER FOR THEIR FARMS AND

THROUGH THEIR

THE RURAL

ADMINISTRATION.





## DIRECTORS

W.E.Rabe-----President I.A.Frohmaner-----Treasurer  
H.J.Klipstien--Vice-Pres. Albert Frei-----Director  
Eber Lamb-----Secretary F.A.Habelman-----Director  
C.G.Babcock---Director

\* \* \* \* \*

## OPERATING PERSONNEL

Lloyd McCaskey-----Manager

James Moyes--Maint.Foreman Paul Coenen--Truck Driver  
R.Martinson--Const.Foreman Grant Zierfus---Groundman  
Ed Stickney-----Lineman Belvin Dahle--App.Lineman  
Gervase Shie-----Lineman Chas. Pocius--App.Lineman  
Earl Cram-----Lineman L.Coenen-----App.Lineman  
Ray Tralmer-----Lineman Vilas Burrows-----Laborer  
Leo Blaskey-----Laborer  
Norma Niebuhr-----Hookkeeper  
Marie Stickney-----Cashier  
Betty Barnharst---Stenographer  
Eva Knutson-----Clerk

SERVICE, HONEST, FAITHFUL TO THEIR JOB

## REPORT OF YOUR PRESIDENT

During 1946 your cooperative has expanded its membership from 1834 members on 687 miles of line to 2044 members on 760 miles of line. Had it been possible to secure conductor, the balance of the Donald & LaPage contract consisting of 98 miles of line would have been completed before the end of the year. This would have added approximately 300 more members to our system.

Construction under way now in the five county area served by your system consist of approximately 316 miles to serve 1075 new members. Providing that materials can be received, this construction should be completed during 1947.

In addition to the above plans for 1947, there are approximately 28 miles of conversion under way and also the construction of one more substation southeast of Mauston, to take care of the increased load due to high per member consumption of electric power.

During 1946, construction of our office and headquarters building has gone forth on the basis of a force account plan whereby supervision was employed and all materials were purchased by the cooperative. Based on present construction cost figures, we have every reason to believe that our ultimate construction costs will be considerable less than our low bid taken in 1945 of \$51,500. This construction will be amortized on the same basis on which funds used for line construction are handled.

Your board of directors and management will be making every effort to reduce the number of interruptions through an extensive maintenance and tree trimming program and it is expected that during 1947 means of radio communication will be had from our office to all trucks in the field which will greatly shorten interruptions that do occur

Respectfully submitted,

W.E.Rabe, President



## REPORT OF YOUR SECRETARY

As Secretary of your cooperative I submit the following to you as a report on the board meetings during the year 1946.

Meetings of your board are held regularly on the last Thursday of every month at the association's office at Oakdale. During 1946 six regular meetings and six special meetings were held. With few exceptions all board members have always been present.

Items of business at each regular meeting consist of the acceptance of new members, a review by the full board of bills payable, and membership refund applications. The manager presents for board approval all construction, retirement and estimate work orders, and a report is given to the board by the manager on the previous month's operations report which is sent to REA on the 10th of each month. This is a complete report on the progress of our cooperative since the last board meeting. Other items of business such as construction contracts, engineering contracts, and pending legislation affecting your cooperative also are thoroughly discussed and action taken with recommendations made to the Manager.

Proposed changes in our by-law that will provide for capital credits are highly recommended by your board for adaption as a means of allocating equity.

As your Secretary I urge your continued active participation in the affairs of your cooperative; working together means progress and that is what we all want our cooperative to do.

Respectively submitted,

Eber M. Lamb, Secretary

## REPORT OF YOUR TREASURER

As Treasurer of your cooperative I hereby submit the following report which is substantiated by the income and expense statement and balance sheet showing the condition of our cooperative as of December 31, 1946, based on an audit made by Mr. Joe Flannery, REA auditor, as of October 31, 1946.

Total loans from REA now amount to \$976,000 of which \$850,855.57 has been advanced to our cooperative to construct approximately 760 miles of electric distribution line. The balance of \$125,144.43 will go to complete lines now under construction, along with our "up" allotment of \$160,000 for 130 miles on which construction is going forth by force account. This allotment will bring our total loans from REA to \$1,136,000.

As of December 31, 1946, we have paid back on our loan in regular monthly payments a total of \$54,095.85. In addition we have made repayments on our loans establishing a "cushion of credit" amounting to \$57,899.71 which have reduced our interest payments considerably.

In addition to the advance payments we have now invested in U. S. Government Bonds \$15,150. These funds are available for immediate use in the event that they are needed. Contributions in aid of Construction amount to \$2,071.38, membership fees total \$13,479.22, and total overcharges to our members in the amount of \$49,634.94, makes our net worth as of December 31, 1946, \$65,186.04.

Further items of income and expense for 1946 will be a part of our manager's report.

Respectfully submitted,

I. A. Frohmader, Treasurer



## MANAGER'S REPORT

### Operations

In November of 1945 we were able to enlarge our operating force to the extent that all during 1946 it was possible to keep three or four men crew constantly patrolling lines and trimming trees. At the close of 1946 approximately two-thirds of our system had been covered. This work has done much to improve our continuity of service during the year as well as lessen the expense of overtime on trouble calls. Our plans are to continue this work and eventually make our lines as trouble-free as it is possible to do so.

### Maintenance

A definite planned program with respect to maintenance of meters and oil circuit breakers is now being carried on, and it will be possible now that we have adequate office and warehouse facilities to set up a system of maintenance covering transformers, poles, and overhead lines in general so that a continuous program will be carried out and proper records kept of all maintenance work performed on our system.

### Construction

During 1946 Donald & LaPage, Contractors, began construction on 138 miles of lines that were under stop order during the war period. Today 40 miles of this section has been completed, the balance of 98 miles is complete except conductor. The per mile cost of this had amounted to \$952.32.

Our own crews completed 31.95 miles of new line during 1946, and now have poles, guys, transformers, etc. set on 65 miles awaiting only the delivery of conductor. Our force account construction costs on lines completed during 1946 averaged \$918.96 per mile and \$186.18 per member served. Construction progress during 1947 will again depend entirely on delivery of line construction materials.

Our order for radio communication equipment has been placed for sometime, and as soon as this is received and installed, it will provide us with a means of communication from our office to our trucks in the field and will greatly shorten interruptions that do occur as well as reducing the expense of transportation and labor involved in sending other trucks into the area when one crew may be working within a short distance from where the interruption occurs.

A new means of controlling our hot water heaters has been tried out during 1946. By the installation of a simple relay on the member's remises, it is possible for us to turn their hot water heater off and on automatically during the heavy evening loads. This has proved much more effective and economical than the time clock control that we have been using in the past. Within the next few weeks we expect to have relays installed on all of the hot water heaters on the system.

Early in the fall of 1946 it became apparent that our winter load was going to be exceptionally heavy, and temporary arrangements had to be made to carry these loads until such time as our substation near Houston could be completed. It was then that definite steps were taken to make sure that all members would be getting normal service and on November 25 150 K. of diesel generating capacity was put into operation on our evening load. To us this has meant the difference between being able to render normal service as against low voltage service that we would certainly have had had it not been possible to secure this equipment.

The construction costs on our new headquarters building, which is now nearly complete, will run approximately \$50,000. Our payments, including interest and principal, will be \$172.33 per month, and at the end of 35 years, the building will be paid for and owned by the cooperative.

Lloyd McCaskey, Mgr.

KSH  
155

150

145

140

135

130

125

120

115

110

105

100

95

90

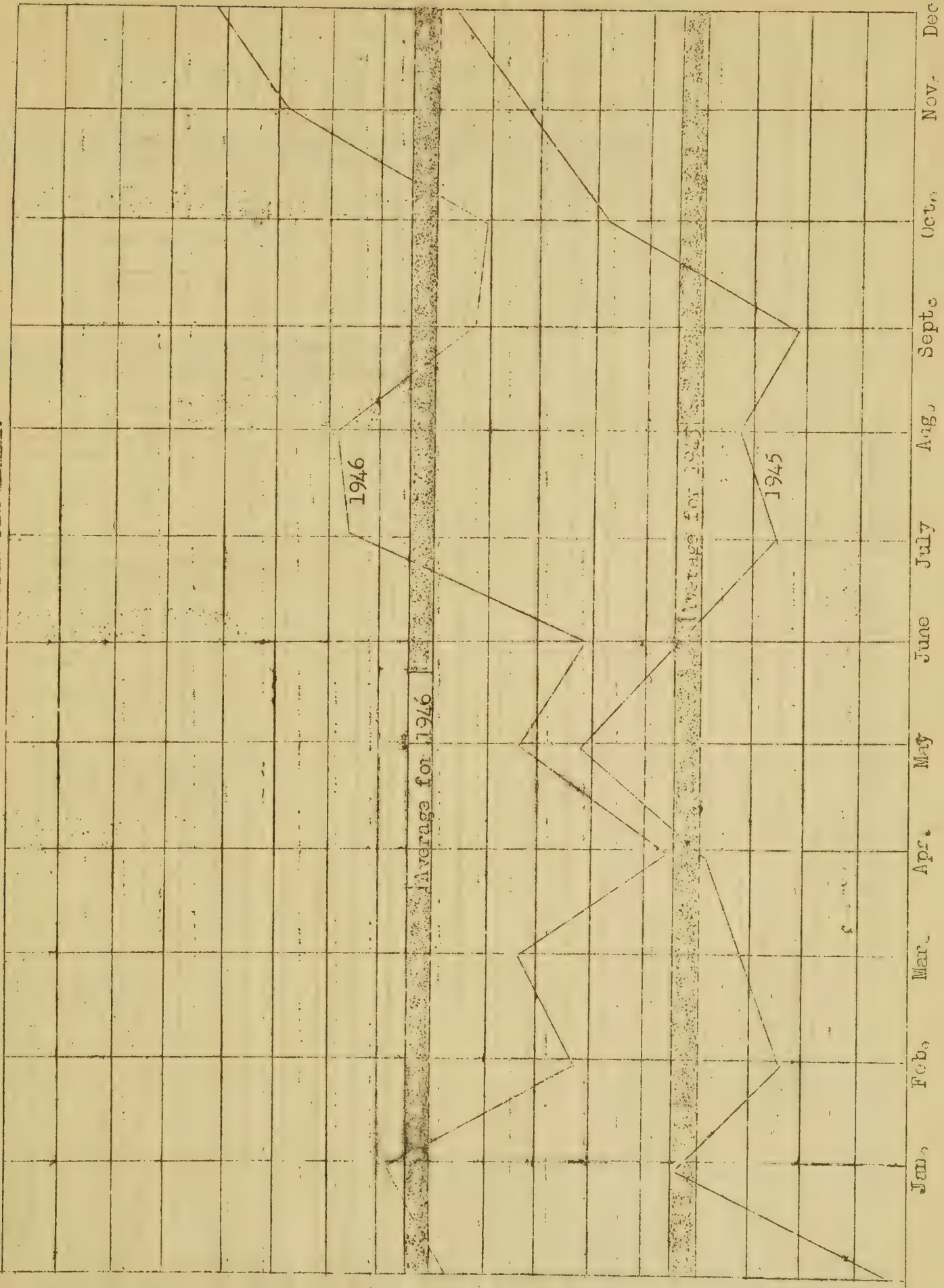
85

80

75

70

# AVERAGE MONTHLY KSH USED PER MEMBER



Jan

Feb

Mar

Apr

May

June

July

Aug

Sept

Oct

Nov

Dec



# 6 YEAR COMPARISON OF REVENUE & EXPENSES

Dollars

165,000

160,000

155,000

150,000

145,000

140,000

135,000

130,000

125,000

120,000

115,000

110,000

105,000

100,000

95,000

90,000

85,000

80,000

75,000

70,000

65,000

60,000

55,000

50,000

45,000

Revenue

Expenses

1941

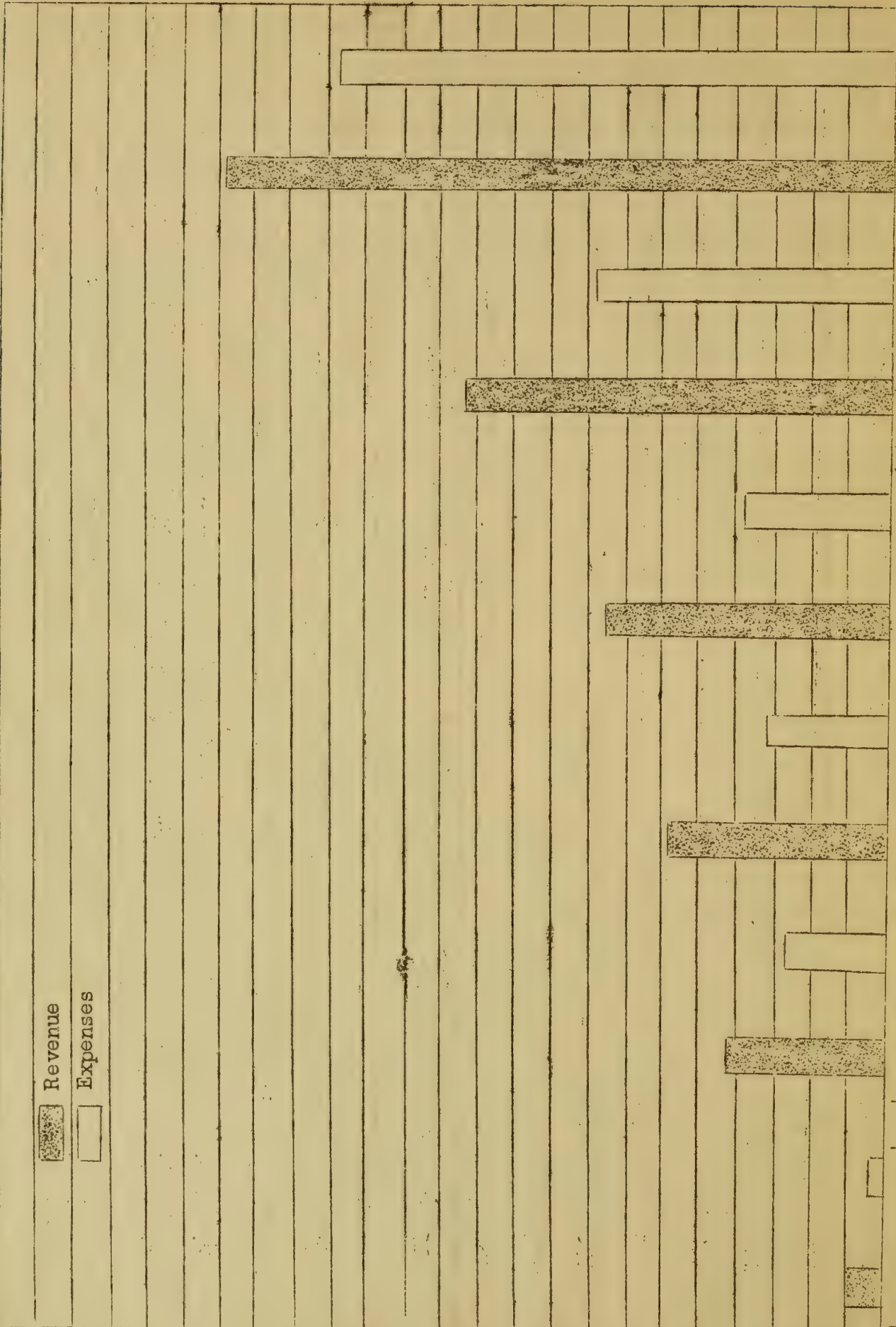
1942

1943

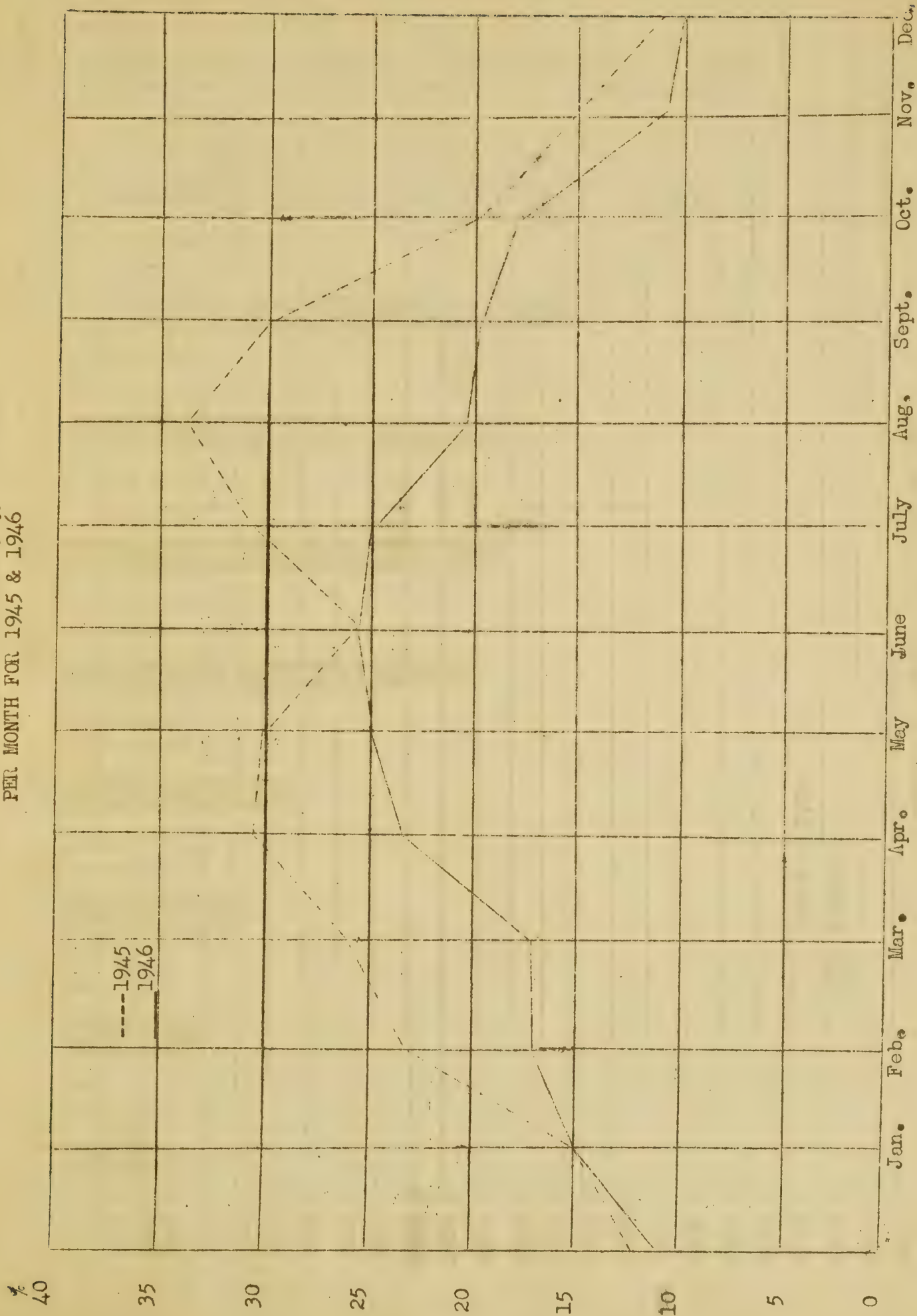
1944

1945

1946

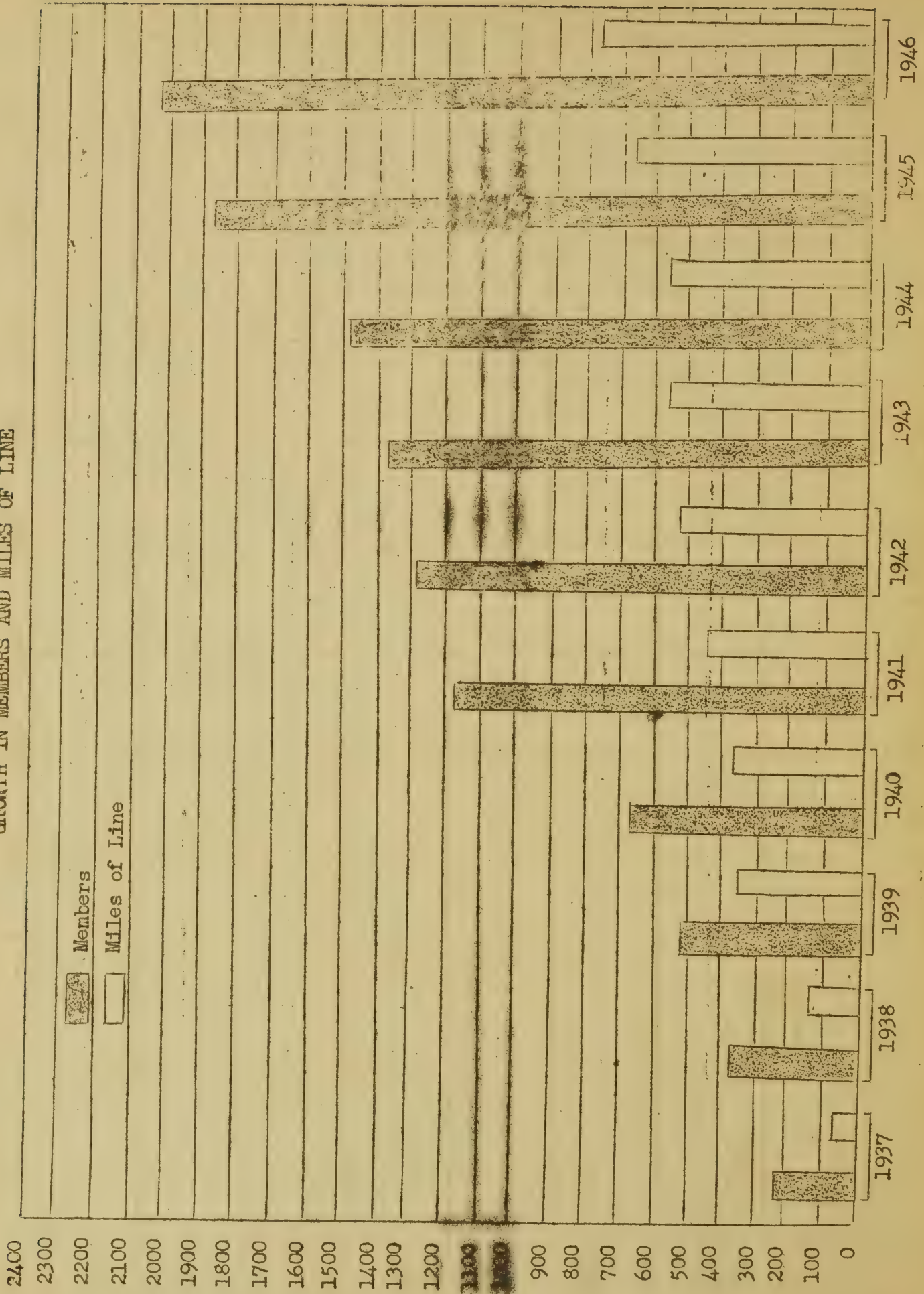


PER CENT OF FARM MEMBERS USING \$3.50 OR LESS  
PER MONTH FOR 1945 & 1946





# GROWTH IN MEMBERS AND MILES OF LINE





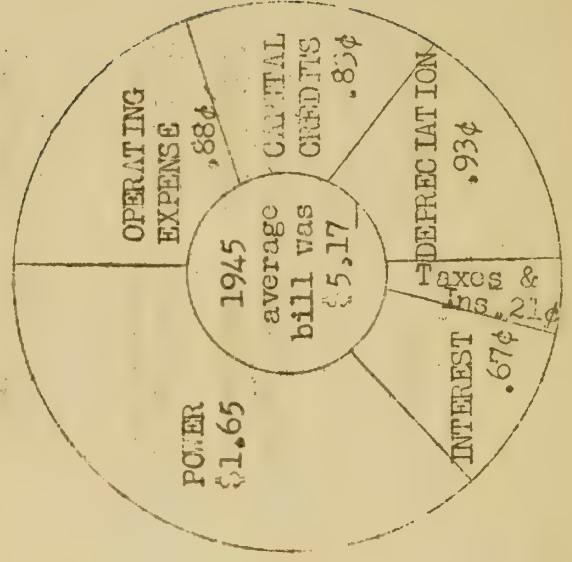
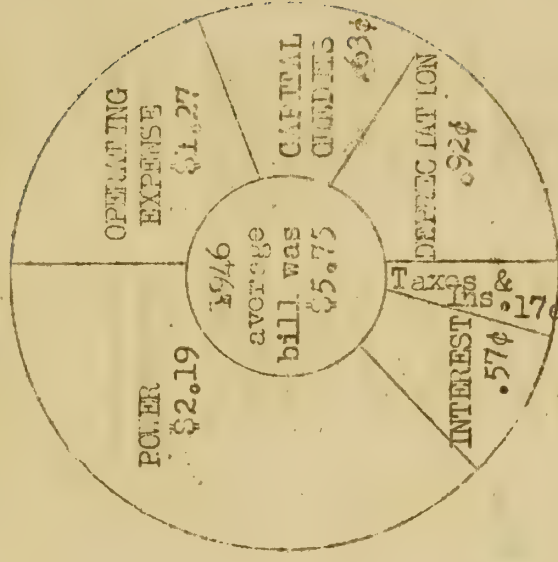
WHAT MAKES UP THE  
REA MEMBERS  
ELECTRIC BILL

OBLIGATION TO REA

Total amount of the loans, . . .	\$976,000.00
Deferred Interest (Owed Not Due) . . .	2,377.23
Unadvanced Funds . . . . .	127,521.66
Advance Payments . . . . .	57,899.71
Payments on Principal . . . . .	54,095.85
Open Obligation to REA . . . . .	738,860.01
Ultimate Monthly Payments . . . . .	4,479.85
Present Monthly Payments . . . . .	1,831.56
Additional Requirement per Month . . .	2,648.29

CAPITAL CREDITS TO BE ALLOCATED

1942. . . . .	\$ 5,046.21
1943. . . . .	10,368.97
1944. . . . .	16,165.10
1945. . . . .	17,590.54
1946. . . . .	16,574.41



# INCOME AND EXPENSE STATEMENT

as of  
December 31, 1946

	1946	1945
<u>WHAT WE TOOK IN</u>		
From Electric Service	\$132,858.53	\$ 99,766.64
From Other Sources	<u>1,780.62</u>	<u>1,337.13</u>
Total Income	<u>134,639.15</u>	<u>101,103.77</u>

## WHAT WE PAID OUT

Purchased Power	50,079.28	32,458.26
Operations Labor and Expense	11,997.08	7,064.16
Maintenance Labor and Expense	2,917.99	2,856.67
Meter Reading, Billing & Collecting Labor & Exp.	3,187.07	2,661.33
General Office Labor and Expense	5,844.61	4,334.26
Insurance	1,021.21	683.51
Property Taxes	2,992.99	2,466.81
Payroll Taxes	791.24	543.19
Legal Fees	250.00	250.00
Depreciation Provision	22,077.02	19,108.49
Interest on REA Loans	12,652.27	10,242.93
Miscellaneous General Expense	<u>4,253.98</u>	<u>2,685.27</u>
Total Expenses	<u>118,064.74</u>	<u>85,354.88</u>

## WHAT WE HAVE LEFT

Total Overcharges for the Year	<u>16,574.41</u>	<u>15,748.89</u>
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This statement is made up on the accrual basis, which means that it includes all income and expense for the year, regardless of whether or not all of it was actually taken in or paid out in cash.

This report is based on the audit of Joe P. Flannery, REA Auditor, as of October 31, 1946.



# BALANCE SHEET

(Showing Condition of our Co-op on December 31, 1946)

	1946	1945	WHAT WE HAVE	WHAT WE OWE	1946	1945
<u>Current Assets</u>						
Cash for General Use	\$ 3,485.47	\$ 14,250.03			\$ 29,827.18	\$ 6,935.53
Unused Funds Advanced by REA	676.13	153.08			41.00	41.00
War Bonds	15,150.00	14,980.00			3,076.39	922.85
Due on Energy Bills	13,077.70	9,407.04				
Due on Miscellaneous Accts.	4,011.94	726.10			32,944.57	7,899.38
Material & Supplies on Hand	33,924.38	31,364.62				
Material on Hand for Resale	2,994.62	1,275.22			850,855.57	645,201.31
Expenses Paid in Advance	1,972.09	1,695.30			111,295.56	90,251.89
Insurance Paid in Advance	45.59	40.06			728,860.01	554,919.42
Other Deferred Debits	3,972.08	2,254.85			771,804.58	562,848.80
Total Current Assets	79,312.00	76,126.30				
<u>Fixed Assets</u>						
Poles, Lines, etc. At Cost	878,488.95	630,999.76			2,071.88	1,909.11
Less-Net Depreciation Res.	120,810.33	99,643.29			13,479.22	11,454.40
Net Fixed Assets	757,678.62	531,356.47			42,624.94	31,270.46
TOTAL ASSETS	836,990.62	607,482.77			65,186.04	44,633.97
				WHAT WE OWE		
				<u>Current Liabilities</u>		
				Accounts Payable		
				Consumers Deposits		
				Other Accrued & Def. Liabilities		
				Total Current Liabilities		
				Long Term Debt		
				Money Owed REA		
				Repayments, Regular & Adv.		
				Total Owed REA		
				TOTAL LIABILITIES		
				Contributions in Aid of Con.		
				Paid Memberships		
				Total Overcharges		
				NET WORTH		



# ITEMS OF INTEREST TO REA CO-OPERATIVE MEMBERS

	1946	1945	% Increase
Miles of Line	759.65	687.7	10.4
Number of Members Connected	2044	1834	11.4
Average Members per Mile	2.6	2.6	
Total KWH Purchased	3,246,400	2,315,000	40.2
Total KWH Delivered	2,642,198	1,792,485	47.7
Per Cent of Line Loss	18.4	23.4	20.5 Dec.
Total Cost of Purchased Power	\$50,079.23	\$32,458.26	54.3
Average Cost per KWH Purchased	.0152	.0139	9.3
Average KWH Used per Consumer	115.2	92.4	24.9
Average Revenue per Mile of Line	\$15.04	\$13.05	15.2

## NEW CONSTRUCTION PROGRESS DURING 1945 & 1946

	1946	1945
Total Estimate Work Orders Submitted to REA	243	199
Total Construction Work Orders Completed	233	240
Total Retirement Work Orders Completed	60	61
Total Work Orders Processed	536	500
Miles of Lines Completed by Co-op. Crew	31.95	20.2
Miles of Line Completed by Contractor	40.00	80.2
Total Miles of New Lines	71.95	100.4
Total Miles of Lines Incomplete-Co-op. Crew	65.00	
Average Investment per REA Member Served	\$349.05	\$344.05
Average Investment per Mile of Line	952.14	917.55

## LINES UNDER CONSTRUCTION

Balance of the "E" Section	98 miles	260 members	1946	1945
"N" Section	98 miles	300 members	18	14
"P" Section	47 miles	150 members	112	131
Short Extensions	55 miles	230 members	42.2	48.1
Applications on File	30 miles	135 members	29.26	22.106
Lost Time Accidents			NONE	NONE

ON DECEMBER 31, 1946, THE EMPLOYEES OF YOUR CO-OPERATIVE COMPLETED 19 years, 5 months, and 18 days WITHOUT A LOST TIME ACCIDENT.







